

# MSF Transport Policy

Due to its location on England's South West Peninsula, Plymouth Marjon University is geographically located some distance from the central regions of the UK. Even within what is considered the South West region, Plymouth is a two-hour car journey to some of the other large conurbations within the region including Bristol, Bath and Gloucester. It is within this context that the MSF must organise and manage all the logistical issues related to the running and transportation of the University sports teams. Additionally, the MSF would like to as far as reasonably practicable ensure the safe and efficient transportation of student teams to away fixtures when they represent the University BUCS events or other national competitions.

## 1. Aim of the Marjon Sport Federation Transport Policy

This policy aims to ensure students are provided with suitable (coach or minibus) transport to attend BUCS away fixtures. Where minibuses are used, we ensure that a professional and appropriately qualified driver, over the age of 25 and insured by the University, is used to transport teams to and from each venue. This policy should be read in conjunction with the existing University Transport Policy.

## 2. Key Personnel

Lauren West, Student Sport & Physical Activity Manager – [lwest@marjon.ac.uk](mailto:lwest@marjon.ac.uk) 01752 636784

Alison Spencer, Campus Services Manager – [Aspencer@marjon.ac.uk](mailto:Aspencer@marjon.ac.uk)

University Welcome Team – [hello@marjon.ac.uk](mailto:hello@marjon.ac.uk) - 01752 636700

## 3. Provision of Transport

The MSF, through Plymouth Marjon University Transport Office, will organise and fund transport for all away fixtures, 'one-off' or individual events that require transport (this does not include home fixtures played away from Plymouth Marjon University campus or away fixtures that are played at venues with a PL postcode). Where coaches, mini-buses or trains

aren't available, the MSF will pay individual mileage claims if needed. However, this will only be for up to six cars depending on the size of the team.

If the club wishes to pay an individual for fuel used to get to home fixtures that are not played on the University campus from their individual club account (held by the MSU) this is permitted if the club has collected funds for this purpose. To do this, the claimant must provide the SU with a VAT receipt and MSU Claim and Expenses Form within a month of the trip and written confirmation from the club Treasurer that the club permits the expenditure. If the receipt is not valid or bought within a month the SU may refuse to pay it.

Any additional charges made by a hire company, such as cleaning/damage, must be paid for from the club accounts.

## **4. Procedure**

Once the BUCS fixtures have been published and finalised the Student Sport Manager will collate away fixtures and decide the transport requirements for the season. Where possible the Student Sport & Physical Activity Manager will try to arrange away fixtures so that a number of University teams are playing at one institution on one day, so that those teams can share a coach. Where this is not possible minibuses will be requested for the teams.

### **4.1 Booking of Coaches**

The MSF Office will, at the earliest opportunity book a coach(s) clearly stating the date that the coach is required, timings, destination(s) and any other relevant information. The Transport Company should then confirm the coach booking, including the exact cost and contact details, via email to the MSF Office who will inform the teams. Should there be a need to change any details relating to booking the MSF Office should notify the coach company.

### **4.2 Booking of Minibuses**

The MSF Office will, at the earliest opportunity, alert the Welcome Team to book a minibus(es).

### **4.2.3 Drivers**

Drivers will be arranged by the Welcome team at the time of booking the minibus(es).

#### **4.2.3.1 Overnight Trips**

In some instances, it may be necessary for a team to be away overnight. If the driving time to the destination is within the 9 hour limit it will only be necessary to employ one driver. However, if the drive to the destination exceeds nine hours it will still be necessary to employ two drivers. Drivers will be paid for the duration of the trip (driving hours) and if staying overnight will be able to claim subsistence for accommodation and meals from the MSF.

### **4.2.4 Contingency Planning**

In the event of an incident (breakdown, traffic jam etc it will be the responsibility of the driver to contact Lauren West, Student Sports Officer who will make a decision on what action to take next.

Replacement driver: - The Welcome Team will try to source a replacement driver and despatch a replacement driver in a University hire car should the need arise. The replacement driver should then replace the driver and drive the minibus back to the campus. The original minibus driver should then take the University car and drive to closest budget hotel/B&B. The original driver should then return to the Campus once they have undertaken a period of 11 hours rest.

In the event that accommodation needs to be booked either for a team and/or driver this must be paid for by the individual and they will be reimbursed on their return. Wherever possible budget hotels/B&Bs should be used.

## **4.3 Authorisation of Trips**

The Vice Chancellor, as budget holder, has ultimate responsibility for approving or declining any transport request.

## **5. Conduct of Students**

Students are prohibited from consuming alcohol whilst on any minibus, car or coach requested by the MSF. Failing to adhere to this rule will be treated as a disciplinary matter. All minibuses, cars or coaches hired on behalf of an MSF club should be returned in a clean and presentable fashion (free from litter, mud etc.). Clubs will be responsible for paying any additional charges incurred because of vehicles being damaged or returned in an unsatisfactory condition.

## **6. Cancellation of Transport**

Transport that has been booked can only be cancelled by the Marjon Student Sports Officer. The Student Sports Officer will notify the The Welcome Team as early as possible. Unfortunately, in some circumstances it may be necessary to cancel on the morning that the transport is booked for.

### **6.1 Payment of Drivers**

Should a trip be cancelled, as long as the driver is told in advance of leaving their home, there are no driver charges. However, should they arrive at Marjon then they will be paid for 4 hours as a cancellation fee.

### **6.2 Minibus Hire Charges**

Should a club, team or individual decide to not attend a fixture after their transport has been booked, they must give The Welcome Team at least 24 hours' notice. If 24 hours' notice is not given, then charges may apply.

### **6.3 Responsibility of Student Clubs**

If a club does not follow this procedure e.g., a full team doesn't arrive in time to travel on the morning of the fixture, the club will be fined for the full costs related to the hire of transport (minibus hire and the cost of drivers). Additionally, the club will also be fined for any costs incurred by the MSF for the hire of venues and cost of officials that need to be cancelled by other universities

For further information regarding the Transport Policy please see Plymouth Marjon University Transport Policy.

